

Guidelines for Dispensing Medication

It is the Marysville Public Schools District's policy that the dispensing of medication should be discouraged unless necessary to allow a student to participate in the regular school day, a District Program, or in the event of an emergency. Parents or guardians should be asked if the person could be medicated before he/she comes to school.

A student should only use the District's medical dispensing program when it is absolutely necessary to administer medication during school hours. The guidelines set out below will better prepare Marysville Public Schools staff to safely dispense medication.

Procedure

A. Parental Procedures and Responsibilities

The parent/guardian must:

1. Complete and sign the following forms: **(a) Waiver and Release and (b) Request to Administer Medication;**
2. Deliver all medication to the Main Office of the appropriate school building. The Marysville Public Schools district shall retain possession of the medication. Where appropriate, parents shall count the number of pills/tablets delivered to the Marysville Public Schools District in the presence of District staff. Prescription medication shall be in the original prescription bottle with label intact. Non-prescription medication shall be in the original bottle, which includes the person's name, medication, dosage, and time of the day medication is to be given. In cases of field trips, the parent/guardian must provide an adequate storage device for the medication, i.e., an insulated bag/cooler for insulin; and
3. Communicate with District staff regarding specific instructions for medication.

B. Staff Medication Dispensing Procedures

Marysville Public School District staff must:

1. Ensure that the *Waiver and Release* and the *Request to Administer Medication* forms are fully completed before any medication is dispensed;
2. Ensure that only authorized staff accepts medication. District staff must verify with the parent the quantity of medication delivered, i.e., number of pills/tablets delivered by the parent. As specific staff employee(s) shall be designated to accept, dispense and record the dispensation of medication;
3. Communicate with the parent/guardian regarding any specific instructions regarding the dispensing and storage of the medication. It is also the responsibility of the authorized staff that receives medication to properly store medication in a manner as secure as reasonably possible. **It is extremely important that stored medication is out of the reach of others, particularly students;**
4. Obtain copies of all waivers, internal procedures, and medical information forms when obtaining the prescription medication to be transported on field trips. All medication stored on a field trip must be secured and only available to authorized staff members.
5. Staff responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose containers, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent/guardian or physician is reached by phone to obtain specific instructions. **When subjective factor(s) (such as whether or when a student has eaten and/or how much the student ate, or any factor(s) not contained in written instructions) must be considered, the medical or emergency medical plan will be followed, pursuant to the physician's instructions.**

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6. Only authorized Marysville Public Schools District Staff will be allowed to dispense medication. District staff shall witness the taking of medicine and shall document on the medication log that they witnessed the taking of medicine;
7. Marysville Public Schools District staff responsible for dispensing medication will fully complete the medication log form. Medication dispensing logs should be completed until the medication dispensing has ceased. Completed medication logs should be kept in a permanent file for at least three years at the conclusion of the school year.